




Public Report and Resource Center Guide

Welcome to the *Report and Resource Center*, free online access to what Virginia is buying, who they're buying from, and more!



Report and Resource Center

Start doing business with Virginia...click [here](#) to register. [eVA Home Page](#)

Welcome New eVA Vendors!

eVA Welcomes: Diane's janitorial services • EnergyWright, Inc. • Exquisite Lawn Care • GAGE, LLC •

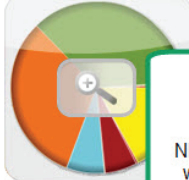
All data in the Report and Resource Center is current as of previous day.

ReportsDocuments

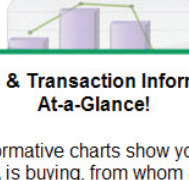
Public Reports

- Order Data
 - 700 Purchase Order View
 - 701 See a summary of Purchase Orders for one Vendor
 - 702 Who's Buying What I Sell?
 - 703 Commodity Summary Spend at a Glance
 - 704 Which Businesses are Getting Orders? (by Zip Code)
- Vendor Data
 - 720 Vendor SVAM and NIGP Commodity Details
- Other Reports
 - 740 eVA Purchasing and Billing (PEA-PPTA Offered)

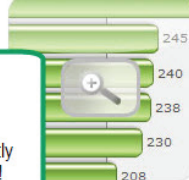
eVA Spend Distribution




eVA Spend History



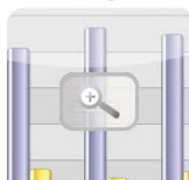
Top 20 Registered Vendors



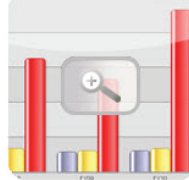
Top 20 Commodities




Order Totals Grouped by Dollar Range



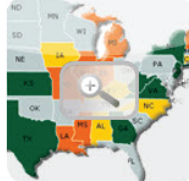
Orders by Dollar Range



eVA Spend by VA County



eVA Spend by State



Spend & Transaction Information At-a-Glance!

NEW informative charts show you exactly what VA is buying, from whom & more!

Simplified & User Friendly!

Reports have been renamed for easy identification and redesigned to provide clear and organized information about what VA is buying

Helpful Vendor resources also available on the Documents tab

Need help? Contact eVA Customer Care at 866-289-7367 or 804-371-2525



Which Report Should I Run?

I Use to Run Report...	Now I Should Run Report...	Use This Report to...	Report Description
106_X01	700 - Purchase Order View	View an <i>unofficial</i> copy of an order or order(s)	Provides order details as created by the buyer, including information such as: line items, vendor information, shipping address, and order comments. This is NOT an official copy of an order; no Terms and Conditions/attachment files are provided.
150 151	701 - Summary of Purchase Orders for One Vendor	Reconcile eVA orders	Provides purchase order line information such as line number and line item total and displays any associated contract number.
150_X01 160 160_X01	702 - Who's Buying What I Sell	Find: <ul style="list-style-type: none">• what's being purchased• who's doing the selling• prices being paid• specific order details	Provides order details for a specific vendor(s) based on search criteria such as keyword descriptions, commodity codes, or contract numbers.
160 160_X01	703 - Commodity Summary, Spent At-a-Glance!	Find: <ul style="list-style-type: none">• how much is being spent on specific goods/services• who's buying• who's selling• prices being paid• specific order details	Provides the total commodity code spend for a particular vendor or shows total spend for a series of commodity codes. Two drilldown levels available; order summary information then the final order line item details.
262	704 - Which Businesses are Getting Orders (by zip code)	Find: <ul style="list-style-type: none">• who's getting business in your area• how much business they're getting	Provides a summary of orders (transaction count and total spend) to vendors within the entered zip codes for the specified time period
005_X01 170 245	720 - Vendor SWaM & NIGP Commodity Details	Find: <ul style="list-style-type: none">• subcontracting partners• your competition• competitor's areas of service & SWaM details	Provides vendor information such as SWAM (Small/Women/Minority owned company) commodity codes, service zones, contact info, company name(s), etc.